

## 2020 System Archiving Running and Saving a Predefined Report

To run and save a report:

1. Log into OSCAR.
2. Select the *Tools* drop-down on the main navigation and click **Reports**. A list of reports will be displayed.
3. Click **Regenerate Report** for the report you would like to run.
4. When your report completes, click **View Your Report** to see the results.
5. Click the **Save as Excel** button to save the report for your records.

### Questions?

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